



PROFILE

Gender :Male

Nationality :Kenyan

Date of birth :10th June 1998

Marital status :Single

ID NO. :36681511

Passport :AK1243265

Religion :Christian

SKILLS AND EXPERTISE

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- **Communication skills**
- **Observation and vigilance**
- **Emergency response**
- **Physical fitness**
- **Customer service**
- **Conflict resolution**
- **Teamwork**
- **Problem-solving**
- **Ethical conduct**

KELVIN KIPROP

STORE KEEPER

☎ +254 745180143

✉ kelvinkiprop77@gmail.com

SKILLS AND EXPERTISE

To leverage my training in Store Keeping and my experience in maintaining vigilant surveillance.

WORK EXPERIENCE

SEGERO SUPERMARKET 5TH MAY, 2021 - 27TH DEC 2024
POSITION: STORE KEEPER

Duties and Responsibilities

1. **Inventory Management:** Keeping track of stock levels, ensuring adequate supply, and ordering products when needed.
2. **Record Keeping:** Maintaining accurate records of stock, sales, and deliveries.
3. **Organization:** Properly storing goods to ensure easy access and prevent damage or loss.
4. **Customer Service:** Assisting customers with purchases and providing information about products.
5. **Receiving Goods:** Inspecting and verifying deliveries to ensure they match orders.
6. **Sales:** Handling transactions, pricing items, and promoting products.

PERSONAL ATTRIBUTES
COMPETENCIES

- Integrity
- Reliability
- Adaptability
- Assertiveness
- Resilience
- Attention to detail
- Professionalism
- Problem-solving ability

INTERPERSONAL
SKILLS

- Communication
- Active listening
- Empathy
- Conflict resolution
- Team work
- Adaptability

ACHIEVEMENTS

- Training and certification achievements
- Implementation of improved security measures
- Successful conflict resolution instances
- Positive customer feedback and satisfaction
- Effective emergency response incidents
- Leadership roles within security teams
- Contributions to crime prevention efforts
- Engagement in community outreach programs
- Commitment to continuous learning

LANGUAGES

- English
- Kiswahili
- Kalenjin

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EDUCATION BACKGROUND

KOSYIN HIGH SCHOOL| DEC, 2019
Kenya Certificate of Secondary Education

SARAMEK PRIMARY SCHOOL| DEC, 2015
Kenya Certificate of Primary Education

HOBBIES

- Fitness and Exercise
- Outdoor Activities
- Reading
 - Listening to music
 - Gardening

REFERENCES

Provided upon request.